

Office Memorandum~~CONFIDENTIAL~~

UNITED STATES GOVERNMENT

TO : Director of Training
THROUGH: Deputy Director of Training
FROM : Registrar/TR

DATE: 2 April 1959

25X1 SUBJECT: Weekly Activity Report No. 13
25 March - 31 March 1959

I. SIGNIFICANT ITEMS:

None

II. OTHER ITEMS:

1. [] deferred to the DD/S nominee for Brookings' seventh Executive Conference. I briefly interviewed Gordon Stewart and obtained enough information supplemental to his biographic profile to prepare supporting nomination papers, which I could release without Security objection. By agreement with [], who prepared the papers previously, I am following the plan of preparing our reply as follows: 25X1

Acceptance of invitation to President Calkins, for signature of the appropriate Deputy Director

Nomination of individual to [] for signature of DTR. 25X1

2. Special Bulletin No. 6 on [] elicited only casual inquiries to date. Logistics, OCR, ORR and FI have made inquiry. Of these, I would expect further interest from ORR only.

25X1 3. It was a bit surprising to receive information that DD/P had requested DTR to retain a May running of the IOC. Already TSS has moved their two applications to the June course, and [] had planned to inform [] by 3 April as to shifts to accommodate the nine others. There are no other applicants for May. 25X1

25 YEAR RE-REVIEW

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4. Mr. [] Forms Management Officer, Management Staff, used [] as point of contact for soliciting OTR aid in the form of a large flannel board and easel for use in records management training activities to be conducted by the Management Staff. He escorted Mr. [] over to consult with [], Graphics Section/TR. Following a thorough analysis of the requirement, [] indicated that he would try to provide the desired equipment. The records management training referred to here has been discussed with and is tentatively endorsed by the Intelligence School and this Staff.

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5. Mock-up copies of our proposed revision of Form 73, Request for Internal Training, have been prepared for review by OTR approving authority and referral to the Forms Management Staff. The revised form has been responded to quite favorably by Training Officers representing the three major Agency components. Our neighbors in the Industrial Contracts Audit Branch have been very helpful on providing us with the use of a special typewriter in preparing the abbreviated form.

6. Except for administrative details, arrangements are firm and complete for next week's running of the Training Officer Orientation. Because of the expanding list of candidates for this training, it has been decided to enroll five Training Officers in the upcoming program.

7. Transmittal list number 34 was completed for final typing on Friday, 27 March. On it were the names of 48 people for 49 awards in the total amount of \$6,650. Since 4 February 1957, the grand total amounts to \$162,150: 639 Achievement, 692 Maintenance, or 1,131 in total awards. So far this week 75 scores have been received (some of these are from within the last two weeks) and we are trying for decisions on these for a Friday listing. The pre-31 December 1958 backlog is reduced to 32.

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8. The Military Petroleum Supply Agency has notified us that our nominee [] GS-12, ORR) has been accepted for the Military Petroleum Indoctrination Course scheduled to be held in Philadelphia, Pennsylvania, from 19 - 30 April 1959. This program is conducted chiefly by Atlantic Refining Company, Sinclair Refining Company, and Sun Oil Company.

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9. A space has been reserved in the Reading Improvement Course conducted by the Air Force at the Pentagon. This is a part time duty hour program which will begin on 27 April and terminate 5 June 1959. This will be the second Agency employee to participate in the Air Force Reading Improvement Course identified from CIA. Total input in to external reading improvement courses is four for FY 59.

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10. The on-the-job training program for Mr. William [redacted], ORR, has been rescheduled from March to April - May at the [redacted] requested the change because of their inability to handle the requirement on the original dates proposed.

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11. The Processing Branch has arranged for 14 members of the Management Staff to attend the National Conference of the American Society for Public Administration, scheduled to be held at the Hotel Statler from 1 - 4 April 1959. Mr. [redacted] has been designated Chairman of this group. This has facilitated the registration arrangements with ASPA and has eliminated the need for 14 financial documents to be processed by us and the Finance Division.

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12. Five Agency employees will begin a 16 week language training program at Foreign Service Institute, Washington, D. C., beginning 6 April. We have two candidates for [redacted]

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[redacted] group will be held on Wednesday, 1 April.

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13. EE Division has requested that this office make arrangements for one of their Field employees to attend the Foreign Service Institute 12 week [redacted] Language Program in [redacted] beginning 6 April. This request was handled by [redacted] through [redacted] office.

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14. Career Plans for the Registrar Staff were forwarded today to the OTR CSB.

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15. There has been a disturbing drop-out of enrollments from DD/P as we check out courses. [redacted] and I have been keeping in close touch, because the several reorganizations within DD/P are keeping potential students in his courses hesitant to leave the desk area.

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16. During the week 25 March - 31 March 1959, there were
845 persons enrolled in OTR conducted training. The break-
down for enrollment is as follows:

297 enrolled in 58 classes (14 languages) voluntary

211 enrolled in 38 classes (12 languages) internal

170 enrolled in 8 Intelligence School courses

85 enrolled in 4 Operations School courses

39 enrolled in 1 SIC course

30 enrolled in 3 area courses

7 from other Government agencies

6 Dependents

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